



DEPARTMENT OF THE ARMY
Military Traffic Management Command
Deployment Support Command
Fort Eustis, Virginia 23604

REPLY TO
ATTENTION OF:

MTDC-IM (25-1i)

27 July 2000

MEMORANDUM FOR DSC PERSONNEL

SUBJECT: STANDARDS FOR MAIL ADDRESSING, JULY 2000

1. The purpose of this memo is to establish official mail addressing policy for all DSC personnel.

2. References:

a. Joint Chiefs of Staff, the Military Postal Service Agency (MPSA) and Department of the Army.

b. HQ MTMC Mail Standard, November 1999.

3. The following format for official mail will be the standard for MTMC effective this day.

2. Addresses must be in ALL CAPS without punctuation except the hyphen in office symbols (where needed) and in the ZIP + 4 Code.

3. Fields are restricted as follows (includes spaces):

a. MAXIMUM LINES = 5

b. MAXIM LENGTH OF LINES: 1 THRU 5 = 40 Characters per line.

c. MAXIMUM LENGTH OF LINE 6 BROKEN DOWN AS FOLLOWS:

City = 25 Characters (count spaces)

1 Space after City field

State = 2 Characters

2 Spaces after State field

ZIP + 4= 10 Characters (including hyphen)

4. Addresses must be consistent. Five lines are the maximum with the **last three lines mandatory** by the USPS. Address official mail to the directorate level or equivalent (not lower). Use the first line for this level. The two letter abbreviation for the state must be used.

5. Following are examples of standard formats:

STANDARDS FOR MAIL ADDRESSING, JULY 2000

a. Official Mail to be answered by an office:

Directorate/Equivalent Name: DCS FOR INFORMATION MANAGEMENT
Attention Line: MTIM-IMT-R SUSAN GENTILE
Agency/Business/Firm Name: MTMC-DEPLOYMENT SUPPORT COMMAND
Delivery Address Line: 661 SHEPPARD PLACE
City, State, ZIP + 4 Line: FORT EUSTIS, VA 23604-5000

Directorate/Equivalent Name: DCS FOR OPERATIONS
Attention Line: MTIM-OPS
Agency/Business/Firm Name: MTMC-DEPLOYMENT SUPPORT COMMAND
Delivery Address Line: 661 SHEPPARD PLACE
City, State, ZIP + 4 Line: FORT EUSTIS, VA 23604-5000

NOTE: Name or Room Number in second line (Attention Line) is optional.

b. Official Mail to be opened by a specific individual (such as information subject to the Privacy Act):

Attention Line: MS LERA HOUGH MTJA
Directorate/Equivalent name: STAFF JUDGE ADVOCATE
Agency/Business/Firm Name: MTMC DEPLOYMENT SUPPORT COMMAND
Delivery Address Line: 661 SHEPPARD PLACE
City, State, ZIP + 4 Line: FORT EUSTIS, VA 23604-5000

c. Official Mail to Business Addresses:

Group, Dept, Div Name: Leave blank if not used.
Attention Line: EDITOR
Business/Firm Name: THE FAR OUT HORIZONS
Delivery Address Line: PO BOX 123
City, State, ZIP + 4 Line: ZANE RIVER OR 99555-5555

Directorate/Equivalent Name: TRAFFIC MANAGEMENT OFFICER
Attention Line: JOSEPH A HOGAN JR
Agency/Business/Firm Name: 436TH AERIAL PORT SQUADRON
Delivery Address Line: 505 ATLANTIC ST
City, State, ZIP + 4 Line: DOVER AFB DE 19902-5501

Group, Dept, Div Name: TRANSPORTATION OFFICER
Attention Line: USPFONC ST WILLIAM D PITTARD
Business/Firm Name: US PROPERTY AND FISCAL OFC FOR NC
Delivery Address Line: 4201 REEDY CREEK ROAD
City, State, ZIP + 4 Line: RALEIGH NC 27607-6412

STANDARDS FOR MAIL ADDRESSING, JULY 2000

Directorate/Equivalent Name: TRANSPORTATION OFFICE
Attention Line: AFZF DL TNS MM DAN G KIPPING
Agency/Business/Firm Name: III CORPS
Delivery Address Line: *
City, State, ZIP + 4 Line: FT HOOD TX 76544-5062

*NOTE: Addresses must have either a street address or a US PO Box with its unique ZIP + 4 to take advantage of the USPS sophisticated equipment.

d. Official Mail to Home Addresses:

Group, Dept, Div Name: Leave blank if not used
Attention Line: MR & MRS JOHN T SMITH
Business/Firm Name: Leave blank if not used
Delivery Address Line: 12 RIVER ROAD APT 983
City, State, ZIP + 4 Line: OCEAN CITY GA 00000-0000

Group, Dep, Div Name: THE SCENIC GROUP
Attention Line: SGM & MRS DOMINIC BAYERS
Business/Firm Name: Leave blank if not used
Delivery Address Line: 123 OCEAN JUMP RD
City, State, ZIP + 4 Line: SEA CITY MD XXXXX-XXXX

Group, Dept, Div Name: Leave blank if not used
Attention Line: LTC GEORGE B SPANIEL
Business/Firm Name: Leave blank if not used
Delivery Address Line: 456 RIVER RUN
City, State, ZIP + 4 Line: OCEAN BAY RI XXXXX-XXXX

6. POC for this action is MS Susan Gentile, DSN 928-7506, CML (757) 878-7506.
gentiles@mtmc.army.mil.

ROBERT L. SHEPARD
Assistant Deputy Chief of Staff
For Information Management